



**FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE**

POSITION: Office Automation Assistant, GS-0326-05, Permanent Full-Time	ANNOUNCEMENT NUMBER: BR-04OCT40708
AGENCY: Department of the Air Force	OPENING DATE: 15 October 2004
ORGANIZATION: HQ USAF/LGRI	CLOSING DATE: 21 October 2004
DUTY LOCATION: Ramstein AB, Germany	RECRUITMENT CATEGORIES: 1
AREA OF CONSIDERATION: Commuting Area	SALARY: \$24,075.00 PA (Step 1) - \$31,302 PA (Step 10)

DESCRIPTION OF DUTIES: The purpose of this position is to use multiple office automation software with varied functions to produce a wide range of documents to provide miscellaneous clerical support.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

- (1) Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents, such as letters, reports, spreadsheets, databases, and graphs.
- (2) Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.
- (3) Knowledge of office functions to screen telephone calls and visitors, prepare and review correspondence, and perform other administrative work of the organization.
- (4) Knowledge of automated and/or physical filing systems and procedures and the subject matter content of the materials being processed.
- (5) Knowledge of format and clerical procedures to arrange a variety of material from different sources.
- (6) Skill in typing. A qualified typist is required (40wpm).
- (7) Ability to locate, assemble, and compose information for routine reports, inquiries, and nontechnical correspondence.
- (8) Ability to communicate effectively, both orally and in writing, using tact and courtesy.
- (9) Ability to plan, organize work, and meet deadlines

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of specialized experience equivalent to at least GS-04 level is required.

EDUCATION SUBSTITUTION: Four (4) years above high school.

COMBINING EDUCATION AND EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

NORMALLY INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTER ALLOWANCE (LQA). HOWEVER, IF YOU CURRENTLY RECEIVE OVERSEAS BENEFITS TO INCLUDE LQA, A FINAL DETERMINATION OF CONTINUATION OF THOSE BENEFITS WILL BE MADE AT TIME OF TENTATIVE SELECTION BASED ON BOTH POSITION AND PERSONAL ELIGIBILITY.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo.

Incomplete applications will not be considered!

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 between 0800-1600, Monday-Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter at DSN: 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE